YORK U

Office of the University Registrar
Division of Students
W223 Bennett Centre for Student Services
4700 Keele Street Toronto ON, Canada M3J 1P3

APPLICATION TO AUDIT COURSES

Only students currently enrolled at York University may audit courses.[1]
If you are not enrolled as a current student, you will need to apply to the University as a non-degree student.
For more information, please visit **https://futurestudents.yorku.ca/**

Please read the Conditions of Auditing Courses on page 2 of this form before submitting.

Student Information (Please print)

Student Number	Last Name/Family Name	Given Name(s)

Permanent Mailing Address (Street Number, Street Name, Unit)	Local Mailing Address (Street Number, Street Name, Unit) *only if different
City, Province, Postal Code	City, Province, Postal Code

Phone Number	YorkU E-mail Address	Current Fee Status *select only one
		Domestic ☐ International ☐

Keep your information up to date! Make sure we have your current contact information. To make changes to your personal information, visit My Profile on the Current Students website at **https://students.yorku.ca/my-profile**.

Term eg W	Faculty AP	Subject ADMS	Course Number 1500 3.0	Section N	Catalogue Number J23D01	Approval of Course Director/Chair of the Department Name, Signature & Date

Course Audit Fee is 50% of Course Enrolment Fee[5] Learners that are 65 years of age and older will only need to pay a $100 administrative fee. e.g. Course Fee = $700 > Course Audit Fee: 50% of $700 = $350
Please note the auditing fee does not include any associated course material fees.

By signing below, I am acknowledging that I have read and understand the attached Conditions of Auditing a Course.

Student's Signature Date

> E-mail this completed form to frances4@yorku.ca
> Once enrolled in the course, the audit fee will be added to your account and payment can be made through your YorkU Student Account: http://sfs.yorku.ca/fees/your-student-account

Office of Academic Services Use Only

Academic Services' Director's Signature: Date: Fee Amount:

Protection of Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.

Conditions of Auditing Courses

1. **Eligibility & Enrolment Criteria:** To be eligible for auditing, applicants must:
    a. be currently enrolled as a student at York University;
    b. meet normal academic requirements;
    c. meet proficiency in the language of instruction;
    d. not have any academic or financial blocks on their account

    Enrolment is contingent upon availability and approval from the Course Director/Chair of the Department. A pre-enrolment interview may be required.
2. **Student Academic Records:** Auditors are allowed to attend classes and participate in discussions. However, they are not obliged to complete assignments and are not entitled to essay or examination assessments. Audited courses will receive a final grade of AU. These courses cannot be used to fulfill admission requirements or act as prerequisites for other courses.
3. **University Policies:** Auditing students must adhere to the University's Student Policies and Regulations.
4. **Deadline for Changes:** The deadline to switch from audit-to-credit (if eligible) aligns with the academic deadline for adding a course.
5. **Payment and Refund:** Audit fee payment and refund dates are in accordance with the financial deadlines. For students that are 65 years and older, the Course Audit Fee is $100 per course. The auditing fee does not include any associated course material fees.
6. **Auditing Course Limit:** Students can audit a maximum of two (2) courses during the regular 26-week Fall/ Winter session.
7. **Course Access:** Once the request to audit a course is approved, auditing students should contact the respective course director(s) to obtain access to online course materials.

Please note: Completing this form does not guarantee permission to audit a course. Approval is subject to review and availability.